



Checklist for Completing Testing Accommodations Request Form(s)

Section 1: Checklist for GED Candidate

This checklist can be used to assist you and the Chief Examiner with properly completing the accommodations request forms. If your application is incomplete, the Chief Examiner should tell you. You do not need to submit this form with your request.

Last Name: _____ First Name: _____

Social Security or Social Insurance Number: _____

Be sure to ask the center staff any questions about any part of the documentation/request process that you do not understand.

- ☐ Obtain appropriate disability forms from the test center staff at your local GED Testing Center or online at www.gedtest.org.
- ☐ Be sure the GED Candidate section at the top of the request for accommodation form(s) is complete and accurate.
- ☐ Be sure to sign the signature line of the request for accommodation form(s). If you are under the age of 18, a parent or guardian must also sign.
- ☐ Be sure the professional diagnostician has completed all of the appropriate sections. Your advocate may assist you by copying information from your medical and/or educational records onto your request for accommodations form(s).
- ☐ Return your completed request for accommodations form(s) and all supporting documentation to the GED Chief Examiner at the testing center where you will take your test.

Date documents returned to Chief Examiner: _____

Section 2: Checklist for GED Chief Examiner

- ☐ Provide the candidate with the appropriate accommodation request form and/or refer the candidate to www.gedtest.org.
- ☐ Provide any reasonable resources to the candidate as appropriate (e.g., information on how to complete the form, test schedules for your test center, brochures/pamphlets).
- ☐ When the candidate returns with the request form(s), review the form(s) with the candidate to be sure all information is complete and all relevant supporting documentation is attached.

Request is not complete:

- ☐ Return application to candidate for additional information/documentation. Provide the candidate with specific written directions for properly completing the form(s).

Date returned: _____

Items needed to complete the form(s).

Request is complete:

- ☐ Request sent to GED Administrator.

Date sent: _____

General Educational Development (GED) Testing Service will not discriminate against candidates for testing on the basis of any legally protected characteristic, including, but not limited to, race, color, religion, sex, sexual orientation, pregnancy, marital status, physical or mental disability, age, veteran status, and national origin.